



JOB DESCRIPTION

Title: **CHIEF ADMINISTRATIVE OFFICER**
Department: Mayor
Class Code: 0650
FLSA Status: Exempt
Effective Date: July 1, 1998 (Rev. 03/2015)
Grade Number: 32

GENERAL PURPOSE

Advises the Mayor and provides extensive professional assistance and recommendations on City issues to the Mayor and Department Heads. Performs highly responsible administrative work covering a broad range of municipal activities. This is a professional position requiring extensive experience in government and business; exceptional analytical and communication skills. This is an appointed position to the Office of the Mayor exempt from the Career Service System.

EXAMPLE OF DUTIES

- *-- Advises the Mayor on a variety of city issues and assists in developing policy in all areas of legal obligation for Murray City Corporation as defined in State and Federal Statute, local ordinance, administrative codes and policies and procedures.
- *-- Directs communications and coordination on behalf of the Mayor's office between the Mayor and City Council. Briefs Mayor on all issues before the City Council. Advises the Mayor on various issues and discussions with Council members. Reviews all items for City Council action and advises the Mayor on policy and action.
- *-- Directs intergovernmental relations for Murray City. Works directly, and on behalf of the Mayor, with all levels of government including Federal, State, County, City, and School Board. Oversees all State lobbying efforts for the administration.
- *-- Works directly with Mayor and Director of Finance and Administration on preparation of City budget. Prior to budget meetings works with Mayor and briefs Director of Finance and Administration on the Mayor's overall vision for the City as it relates to preparation of the budget. Attends all budget meetings with Mayor to advise on budgetary matters, capital improvements and grants. Responsible for the Mayor's office budget.

- *-- Works directly with Department and Division Directors on day to day issues, special projects and urgent problems to design solutions and implement programs. Reviews proposed policies and procedures from Departments to advise the Mayor on adoption and/or implementation particularly as they interface with policy development by the Mayor. Recommends changes in City policy.
- *-- Advises and assists the Mayor on delivery of city services and coordinates on behalf of the Mayor, the implementation of services that involve several departments. Advises Department Directors on the development of future plans.
- *-- Assures implementation of programs developed and initiated by the Mayor. May direct the development of programs to determine citizen needs, to involve citizens, or to measure the effectiveness of City Programs or service. Directs the resolution of issues raised by citizens of Murray by designating either the Mayor, Chief Administrative Officer or Department Heads to respond. Decides issues for Staff Meetings. Advises Mayor on unresolved issues to be addressed.
- *-- Directs preparation of reports on behalf of the Mayor. Directs verbal and written correspondence through the Mayor's office and sets the Mayor's schedule. Serves as office director for the Mayor's office. Hires all staff serving directly in the Mayor's office.
- *-- Handles all press relations for the Mayor and City in general. Works with press regarding information and city position on a variety of issues.
- *-- On behalf of the Mayor, represents Murray's interests to other public and private industries. Represents the Mayor, City, and at times, the City Council at meetings. Acts as Mayor in absence of the Mayor.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree in Public Administration, Political Science, Business Administration or a related field plus six (6) years direct work experience in government or with government agencies. Four (4) years experience must be in a direct advisory or administrative position with an elected official. Must show progressively more responsibility and have experience as a direct supervisor.

Necessary Knowledge, Skills and Abilities

- Knowledge of the principles and practices of municipal administration, as well as a good understanding and knowledge of the functions of municipal government.

- Considerable knowledge of the laws, ordinances, and regulations relating to municipal corporations in Utah.
- Knowledge of principles of management, supervision, planning, budgeting, governmental finance and personnel principles and practices.
- Ability to coordinate and assist in evaluating a variety of municipal programs.
- Ability to make acceptable professional recommendations on short and long term policy development concerning matters of major importance to the citizens and administration of Murray City.
- Ability to meet and deal effectively with departmental personnel, governing bodies, outside agencies, and the public.
- Ability to organize, delegate and establish meaningful goals; establish effective working relationships with employees and the public.
- Ability to communicate effectively both orally and in writing.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing; phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to stand and walk.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

-- Work is performed primarily in an office setting, some traveling by car or plane may be required. The noise level in the work environment is usually quiet in the office, moderate while traveling.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.